

Introduction

The incumbent serves as a Supervisory Plant Protection and Quarantine Officer in charge of an organizational unit consisting of 13 to 30 subordinate PPQ officers, subordinate supervisors, and support positions (GS-5 and above). The work requires application of various quarantines, regulations and procedures, and involves one of the two or a combination of the activities described below.

Agricultural Quarantine Inspection activities are performed at international ports of entry to prevent (or limit) the entry of foreign plant and animal pests and diseases. Plant Protection and Quarantine officers check incoming passengers' baggage, carriers (aircraft, ships, and vehicles), cargo, stores, and mail for prohibited or restricted fruits, vegetables, plant materials, meat, animal by-products and "hitchhiking" pests. The subordinate officers also inspect and certify U.S. grown agricultural products to ensure they meet the phytosanitary entry requirements of other countries.

Pest Survey Control and Eradication activities are designed to (1) detect pests of economic significance that have been introduced into the United States; (2) to devise and implement domestic quarantine procedures to prevent the spread of the pests and limit areas infested; and (3) to control or eradicate infestations which have become established or have reached population levels which are causing widespread damage to crops.

I. Duties

A. Supervisory Responsibilities

1. Work Planning and Organization

Prepares work plans and work schedules for the unit which includes determining the order and priorities for completion of work. Revises work schedules to meet changes in work schedules, to meet changes in workload considering such factors as peak-loads, available manpower, and time required to perform the tasks.

Plans the technical approach for inspection, treatment, survey and eradication activities or other quarantine problems. Establishes and modifies techniques and procedures within established program policies. Plans for sufficient supplies and equipment and makes recommendations for maintenance and replacements.

Reports work progress and achievement of goals and objectives to higher level management. Establishes budget estimates based on past experience, anticipated workload, and staffing of the unit.

Plans, organizes, and directs a staff of professional and nonprofessional employees throughout the unit, utilizing subordinate supervisors. Is responsible for organizing and evaluating work activities to achieve maximum effectiveness and maximum utilization of personnel.

Formulates and oversees budget preparation for unit. Monitors status, initiating changes where necessary.

Collaborates with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units.

2 . Work Assignment and Review

Assigns and explains work requirements to employees for new programs or changes in programs, functions, goals, or priorities. Keeps employees informed of management's goals and objectives. Resolves technical problems not covered by precedents or established policies. Sets performance standards and reviews reports of work progress to ascertain the adequacy and adherence to policies and procedures with authority to accept or reject the work.

3. Supervisory Personnel Functions

Informs higher level supervisor of anticipated vacancies, increased workload, or other circumstances requiring replacement, temporary help or additional staff; interviews and hires temporary employees; makes recommendations for appointment, promotion and reassignment for other positions. Resolves informal complaints of employees and hears group grievances or serious complaints not resolved by subordinate supervisors. Takes minor disciplinary measures and recommends action in serious cases. Approves leave. Identifies developmental and training needs of employees. Provides advice, counsel, and instruction to employees on administrative and work matters. Prepares formal evaluation of employee performance and provides feedback throughout the rating period.

Makes decisions on work problems presented by subordinate supervisors. Evaluates supervisors and reviews performance evaluations, recommendations for award, and the like, made by supervisors on other employees.

4. Full and Final Technical Responsibility

The incumbent is responsible for the day-to-day activities of the unit. Technical advice and assistance are available from the next level of supervision on difficult and unusual problems.

B. Nonsupervisory

The position may include the performance of nonsupervisory PPQ Officer duties. The incumbent should, therefore, be able to perform the full range of journeyman PPQ officer duties such as boarding carriers, conducting treatments and surveys, export certification, and cargo inspection.

C. Other Considerations

Incumbent must have a professional knowledge of biological and agricultural science as related to plant quarantine procedures and practices. Must plan, organize, conduct, and coordinate work activities. The incumbent must also work closely and maintain an effective relationship with governmental officials, industry personnel, farmers, farm groups, and the general public interested in PPQ programs; must be able to make decisions and recommendations and interpret policies and program changes.

Incumbent will at various times be required to conduct, supervise, direct, and/or oversee fumigation and/or pesticide application activities. Such activities require that the incumbent must have satisfactorily completed the training required for application of pesticides and other fumigants.

Provides equal opportunity in employment for all subordinates, applicants, and new hires, prohibits discrimination in employment based on race, color, religion, sex, national origin, age, or handicap condition, and promotes a full realization of equal employment through continuous affirmative actions within the work environment. When employees under direct supervision of the incumbent have been assigned specific EEO or Civil Rights functions and responsibilities, the incumbent is responsible for assuring adequate time, resources, and support for the accomplishment of these duties.

II. Supervision Received

The supervisor outlines the overall program objectives and available resources. The incumbent, in consultation with the supervisor, establishes project priorities and deadlines for specific projects and which work to defer because of limitations on resources.

The employee is responsible for independently planning the work methods and procedures, resolving problems in accordance with established policies. Changes in procedures are discussed with the supervisor.

Completed work is reviewed for effectiveness in meeting program objectives and to ensure that the work conforms with policies and procedures.